

MODIFICATION CHECKLIST

REV. 2/24/05

DM#16944

Project No.: _____ Contract No.: _____ Mod. No.: _____ Job/Proj No.: _____ PIN No.: _____	Project Location: _____ Project Manager: _____ Phone: _____ Consultant: _____ Consultant Contact: _____ Phone: _____ Consultant email: _____
---	--

REVIEW ITEMS	
PM Request <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> PM Request (Includes Memo, Scope, ICE, ePM 505, R709) / / </div>	CONTRACT ITEMS <input type="checkbox"/> PM Approval Memo <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> PM Approval Memo Date / / Project End Date </div>
ICE <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> ICE amount (Original) \$ / </div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> ICE amount (FINAL) \$ / </div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> <input type="checkbox"/> Justification of revision of ICE NOTE: _____ </div>	<input type="checkbox"/> Letter of Concurrence (if applicable) <input type="checkbox"/> Executive Summary <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> <input type="checkbox"/> Brief description of work <input type="checkbox"/> Fully scoped or id unknowns <input type="checkbox"/> Phasing & reason? </div>
R-709 <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> R-709 submittal / / </div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> R-709 approval / / </div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> 2nd R-709 submittal / / </div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> 2nd R-709 approval / / </div>	<input type="checkbox"/> Work Plan <input type="checkbox"/> QC/QA Plan & Checklist <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> Person / QC Person / QA Person – Dif </div>
Consultant Selection Type(s) RFQ, Std, Strm, Pool, LG, EOR	<input type="checkbox"/> Staffing Plan <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> <input type="checkbox"/> Shows specific staff <input type="checkbox"/> Compare hours w/cost proposal <input type="checkbox"/> Variance footnotes </div>
<input type="checkbox"/> Overhead Rate Completed FS Sheet <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> Fringe GA Total OH </div>	<input type="checkbox"/> Schedule <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> <input type="checkbox"/> Milestones/gant chart <input type="checkbox"/> Current dates </div>
Fee Type C+ LS UP Cost-Plus-Fixed-Fee, Lump Sum, Unit Price	<input type="checkbox"/> Insurance <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> / / Expiration Date <input type="checkbox"/> Verify Coverages <input type="checkbox"/> UDOT named as additional insured <input type="checkbox"/> Project Specific </div>
Fixed Fee <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> % Fixed fee from contract (9%-12%) </div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> \$ Fixed fee amount </div>	<input type="checkbox"/> Cost Proposal <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> <input type="checkbox"/> Check for accuracy <input type="checkbox"/> Overhead rate is accurate <input type="checkbox"/> Travel rates at/below max (footnote?) <input type="checkbox"/> Prime meets 50/60% req. Other ____ <input type="checkbox"/> Prime used negotiated fixed fee rate <input type="checkbox"/> Direct expenses (# units x rate = ?) </div>
ePM 505 Screen <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> <input type="checkbox"/> PE covers contract amt. – updated? </div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> <input type="checkbox"/> CE- ROW, Const, etc. updated? </div>	<input type="checkbox"/> Subconsultant Information <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> <input type="checkbox"/> Cover Letter <input type="checkbox"/> Staffing Plan <input type="checkbox"/> Cost Proposal </div>
Percentage of Construction <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> \$ Construction/Commission Amount </div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> % Cum. Contract + ICE, % of total const (max 15%) </div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> % Cum. Contract + Mod, % of total const (max 15%) </div>	<input type="checkbox"/> Coop. Agreement Executed <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> <input type="checkbox"/> Boilerplate change required? </div>
Within 10%? <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> \$ Final PM ICE </div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> \$ Mod amount </div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> <input type="checkbox"/> % Mod amt & ICE are within 10% </div>	PROJECT/MODIFICATION NOTES: <div style="border: 1px solid black; height: 150px; margin-top: 5px;"></div>
Cumulative Total of Contract <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> \$ Base contract & previous mods </div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> \$ Modification amount </div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> \$ New cumulative total </div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> / / Execution date of last mod. </div>	
Dates <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> / / Old Contract completion date </div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> / / New Contract completion date </div>	
CMS <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> / / Data Entry Date </div>	
APPROVALS: <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div> CS Staff _____ CS Mgr _____ </div> <div> Date _____ Date _____ </div> </div>	